

ADMISSION BY MOTION APPLICATION - ELIGIBILITY BASED ON TEST SCORE
INSTRUCTIONS/FEEES/CHECKLIST

Refer to Rule 7.B. of the North Dakota Admission to Practice Rules

It is your responsibility to read and follow all instructions carefully. Failure to comply with any instructions may result in return of your application.

FEES

\$400 - **application fee** payable to the *State Board of Law Examiners* (Board) only by check or money order (no credit cards accepted). Application fees are not refundable.

\$500* - character and fitness **investigation fee** payable to the *National Conference of Bar Examiners (NCBE)* by check, money order, or credit card. [** If you submitted an application in a state where the NCBE completed an original investigation less than four years ago, only a supplemental investigation fee of \$225 may be required. Refer to NCBE's fee schedule to determine the fee required in that instance.*]

The fees payable to the NCBE and the Board of Law Examiners must be paid separately.

DEADLINE

The application must be filed with the Board **within two years of the date of the examination in the jurisdiction of admission.**

APPLICATION PROCESS

- * The Board uses the services of the National Conference of Bar Examiners (NCBE) to assist in conducting an applicant's character and fitness investigation.
- * Motion applications take *approximately* 4-7 months to process, but can take longer.
- * File application with required documentation and fees with the Board. Make arrangements for outside documents to be filed with the Board. Remind your references and former and present employers to promptly respond to requests from the NCBE.
- * Receive a confirmation letter from the Board. Sometimes a request for further information will be included in the letter. Promptly respond to any request for absent or additional documentation.
- * May receive correspondence directly from NCBE.

REMEMBER WHEN COMPLETING YOUR APPLICATION:

- * Each question on the application must be answered completely. Give complete addresses, including street names and numbers, city, state, and postal zip codes.
- * Criminal matters - include all adult charges – whether or not they were expunged. Attach the officer's report, complaint, and disposition of charges.
- * Civil Lawsuits – attach complaint and disposition documents.
- * **Two of the six required personal references must be clients not related to you by blood or marriage. Please indicate which two references are clients by handwriting "client" behind their name on the printed application. If you cannot identify two client references, you must explain why by affidavit.**

CHECKLIST

All items listed below are required to be submitted to the State Board of Law Examiners as part of your application for admission:

- A copy of this checklist affirmatively checking off that each item is included in your application packet or has been requested.
 - [Application](#). The application must be completed online at the NCBE website and then printed. The Acknowledgment page must be signed before a notary public. The ORIGINAL (single-sided) is filed with the Board of Law Examiners.
 - Three NCBE release forms (originals) (included with the online Bar application)
 - Fees. (as set out above)
 - 2" x 2" recent color photograph
 - One executed original "Motion Petition" form
[\[http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.pdf)
 - One executed original North Dakota release form. [\[ND Release.pdf\]](#) (This is in addition to the three NCBE release forms included in the online bar application.)
 - A certified copy of the applicant's application for admission in the jurisdiction where the Multistate Bar Examination or Uniform Bar Examination was written (sent directly by the jurisdiction) has been requested.
 - Certification of admission and good standing from the state jurisdiction(s) where admitted.
 - Certification from the state disciplinary authority in each jurisdiction where the applicant is admitted disclosing all pending or prior disciplinary proceedings (public and private) against the applicant's license to practice or affirming there have been no such proceedings.
 - MBE or UBE Score (sent directly by the NCBE) has been requested:
 - * Multistate Bar Examination (MBE) scaled score of 150 or above if the application is filed within two years of the date of the MBE examination and applicant is admitted in the jurisdiction where the MBE exam was written,
- OR**
- * Uniform Bar Examination (UBE) scaled score of 260 or above if the application is filed within two years of the date of the UBE examination.

It is the applicant's sole responsibility to initiate steps for the transfer of the applicant's MBE or UBE score.

All scores must be reported directly to us by NCBE to the first decimal place. If your jurisdiction does not use the score transfer services of NCBE, your jurisdiction must certify your score directly to us with the score reported to the first decimal place.

An application will not be accepted for processing if your score has not been transferred before or at the time of filing your application.

- Multistate Professional Responsibility Examination (MPRE) scaled score of 85 or higher (sent directly by the NCBE) has been requested. MPRE scores achieved more than five years prior to receipt of an application for admission will not be accepted. It is the applicant's sole responsibility to contact the National Conference of Bar Examiners (NCBE) to initiate steps for the transfer of the applicant's MPRE scores.
- An affidavit addressing the following:
 1. Whether you have read Rule 5.5 of the North Dakota Rules of Professional Conduct;
 2. Whether you currently maintain, or have ever maintained, an office in North Dakota;
 3. Whether, on behalf of any other person or entity, you have drafted deeds, mortgages, or other legal instruments associated with the transfer and/or encumbrances of title to North Dakota real property;
 4. Whether, on behalf of any other person or entity, you have examined title information and/or rendered opinions concerning the validity of title to North Dakota real property;
 5. Whether, on behalf of any other person or entity, you have given advice concerning documentation necessary to cure a cloud on the title to North Dakota real property; and
 6. Whether, on behalf of any other person or entity, you have given advice or drafted documents concerning North Dakota law.

AMENDMENTS

It is your responsibility to update your application during its pendency. To do so, log into your [NCBE Account](#) and select Amend Application.

Retain a copy of your application for your records as requests for a copy will involve a copying charge.

Mail completed application packet to:

State Board of Law Examiners
Judicial Wing, 1st Fl.
600 E Boulevard Ave.
Bismarck, ND 58505-0530

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